

INVESTMENT ANALYSIS SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0247	Investment Analyst Assistant I	02	352	6 mo.	10/08/93
0248	Investment Analyst Assistant II	02	352	6 mo.	10/08/93
3296	Securities Specialist	01	352	6 mo.	10/08/93

Promotional Line: 331

Series Narrative

Employees in this series perform duties related to the investment of an institution's funds. Functions included in the series range from the maintenance and upgrading of computer and hard copy files of financial information, fundamental accounting duties, the programming and generation of reports, the analysis of financial data, providing advice or support to the institution's financial committees or officers, to the placement of orders for investments.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Investment Analyst Assistant I **0247**

Employees at this level perform basic paraprofessional duties in support of the investment function and provide assistance to higher level personnel in more complex investment-related activities. They work under the direct supervision of an investment analyst.

An Investment Analyst Assistant I typically –

1. maintains complex computer data bases to monitor the performance of various investments and to track rates of return; downloads information from investment data bases
2. using appropriate spreadsheet software, prepares periodic standard investment reports (such as reports of gains and losses, investment income, investment fees, and investment holdings)
3. retrieves and tracks economic, market, and international currency statistics from business publications (such as The Wall Street Journal, Value Line, and Business Week)
4. assists in conducting annual performance surveys of other publicly held retirement funds
5. maintains schedule of proxy voting; votes non-contentious proxies and others under the direction of the investment analyst
6. assists the investment analyst in the trading of internally managed portfolios; updates records and maintains cash balance of these portfolios as changes occur
7. maintains investment files and the investment research library; performs specialized clerical functions in support of the investment analyst
8. performs other related duties as assigned

Level II: Investment Analyst Assistant II**0248**

Employees at this level perform more complex paraprofessional duties in support of the investment function and carry out assigned phases of investment projects and reports. They work under the general supervision of an investment analyst.

An Investment Analyst Assistant II typically –

1. enhances and upgrades complex computer data bases designed to monitor the performance of various investments and to track rates of return; verifies accuracy of data by reference to external sources
2. writes computer programs to generate various specialized investment reports from financial data bases
3. reviews and analyzes investment manager and bank reports for errors and inconsistencies, violations of established manager guidelines, misclassification of assets, and similar factors
4. reconciles summary investment reports with other financial statements and records
5. prepares preliminary analyses of investment manager returns and performance
6. keeps abreast of current issues regarding corporate governance; votes contentious proxy issues
7. trades the internally managed portfolio
8. prepares graphics for external reporting
9. performs the duties of an Investment Analyst Assistant I as required
10. performs other related duties as assigned

Level III: Securities Specialist**3296**

Employees at this level invest available funds in securities appropriate to the nature of the funds involved, in accordance with the administrative policies of the institution. They work under direction from a designated administrator.

A Securities Specialist typically –

1. keeps informed as to the availability of capital funds, the movement of the securities markets and interest rates, dividend policies, new issues, new media of investments, and related information through study of financial publications
2. ascertains cash balances of institutional funds that may be invested through close liaison with other units of the institution and the examination of financial reports and daily records
3. maintains close relationships with banks, investment houses, and other financial institutions in order to secure and compile financial information and data

4. prepares statistical data indicating funds available for investment and/or types of suitable securities to be acquired
5. participates in conferences to determine sums to be invested and types of securities to be recommended and acquired
6. prepares recommendations to the institution's finance committee as appropriate; upon approval, prepares documentation for the acquisition of securities
7. places orders, receives advice of purchases, and completes payment for securities
8. maintains liaison between the finance committee, the chief financial officers of the institution, banks, investment firms, and other financial institutions involved with the investment program of the institution
9. maintains correspondence and other documentary files pertaining to investments
10. supervises assigned personnel in the conduct of their duties
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Investment Analyst Assistant I

0247

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
 - (a) work experience in business related fields, half of which was specifically in or directly related to the investment field
 - (b) credit for college course work in business related fields, half of which was specifically in or directly related to the fields of finance, accounting, economics, and/or statistics

that totals 1.0 unit according to the following conversion rates:

24 months of "a" = 1.0 unit

24 semester hours of "b" = 1.0 unit.

Amounts of training and experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. Any one or any combination of the following types of preparation:
 - (a) work experience in the use of computerized data base programs

- (b) credit for college course work (or equivalent) in data processing

that totals 1.0 unit according to the following conversion rates:

6 months of "a" = 1.0 unit

6 semester hours of "b" = 1.0 unit.

Amounts of training and experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of accounting procedures, basic business concepts, and business math
2. basic knowledge of investment terms and practices
3. applied knowledge of computerized data base programs
4. knowledge of basic office clerical practices
5. familiarity with various business publications (such as the Wall Street Journal and Valueline)
6. skill in the operation of a personal computer
7. English and composition skills

Level II: Investment Analyst Assistant II

0248

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of training/experience requirements listed for the Investment Analyst Assistant I
2. Any one or any combination of the following types of additional preparation:
 - (a) work experience comparable to that gained as an Investment Analyst Assistant I
 - (b) credit for college course work in business related fields, half of which was specifically in or directly related to the fields of finance, accounting, economics, and/or statistics

that totals 1.0 unit according to the following conversion rates:

24 months of "a" = 1.0 unit

24 semester hours of "b" = 1.0 unit.

Amounts of experience and training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. personal attributes required for level I of this series
2. knowledge of elementary statistics
3. ability to analyze the validity of information entered into the investment data bases

Level III: Securities Specialist

3296

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in business administration with a major or minor in the field of finance or accounting and one year of experience in a financial institution or organization involved in financial matters
- or
- (B) four years of experience in a financial institution or organization involved in financial matters dealing at a responsible level with securities negotiations, transactions, and/or corporate research analysis related to stocks and bonds

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of the terminology and mechanics of the securities market, including a working knowledge of financial publications, reports, and other sources of financial information
2. knowledge of and ability to use the mathematics of finance, including the operation of automated data equipment, the calculation of interest and discount, and other mathematical operations common to the field of investment
3. sound financial judgment

Investment Analyst Assistant I	New
Investment Analyst Assistant II	New
Securities Specialist	Edited